

CONFIDENTIAL

Deputy Chief of Logistics

Acting Chief, Administrative Staff

Central File for Office of the Chief

9 November 1953

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Date:	10-16-78	By:	35

1. As you are, no doubt, aware, in January of 1953 Mr. Garrison approved a Records Management Survey Report made by the Records Management Staff of General Services Office. This survey consisted of recommendations for installation of Agency standard subject files in the Office of the Chief and in each Division, and for a Correspondence Control Procedure throughout the Office.

2. This recommended standard subject file was installed with minor adaptations applicable to the Logistics Office. Our experience over the past ten months has proved that the system is not entirely satisfactory. The difficulty appears, in some cases, to be sub-topics which are not descriptive of our needs; in other cases, sub-topics too finely broken down, or not sufficiently broken down for the needs of this Office. We advised the Records Management Staff approximately two months ago that we are dissatisfied with the system in practice and have solicited their assistance in making necessary revisions before new files are made for 1954.

3. Functionally, the filing for the Office of the Chief has been assigned to the Mail Room. Because of the critical space situation and physical separation of the Mail Room from the Office of the Chief, we had been reluctant to make this change. Frequent reassignments and shortage of personnel in the Administrative Staff have also created a problem in keeping the filing on a current basis and in making minor revisions, which might have solved our problem earlier in the year.

4. It is anticipated that adequate space will be available in the near future, which will permit that our previous recommendation of assigning filing to the Mail Room be carried out. We propose to redesignate the Mail Room as "Logistics Office Registry".

5. It was recommended and decided some time ago that when the filing is physically assigned to the Mail Room, it should be cross referenced by subject file designation to the Mail and Routing Slips (Form 35-1), which are filed by source and chronologically. (See attached example). This cross referencing system will be established as of 1 January 1954, and other necessary revisions made, with prior preparation, instruction and assistance from the Records Management Staff to personnel of our Mail Room. Application of the Disposal Schedule makes it practical to break files at the end of each calendar year and start new folders

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as of 1 January each year. Because of this, it seems inadvisable to change indexing so late in the current year, which would involve changing present folders. The 1953 files can be adjusted as a whole after proposed revisions have been made and tested.

6. A survey had previously been started to determine the applicability of the filing system in the Divisions. This survey will be completed and advisable changes also made as of 1 January 1954.

7. The present staffing of the Mail Room may not permit maximum service in the way of delivery of required papers to secretaries' desks on immediate need. However, proper cooperation from the secretaries should make it possible, for the time being, to render essential service with the present personnel of the Mail Room.

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1 Attachment
Form 35-1

LO/AS/GM:mel (9 November 1953)

Distribution:
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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief of Administration

DATE: 29 October 1953

FROM : Deputy Chief of Logistics

SUBJECT: Central File for Logistics Office

1. The Logistics Office Central File in the Administrative Staff is not proving satisfactory, in that material is not readily available upon request.

2. Although the reasons for this situation may be of interest, the matter of prime importance is the solution of the filing problem without delay.

3. A report of action initiated by you to solve this problem is desired by not later than 6 November 1953.

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